

Instructions for Requesting Records

The Anchorage Trial Courts cannot perform research on a case over the phone. To obtain copies or information from a court case file, please send the court a records request using the form on the back of this page.

Please complete the entire records request form. It is important that every section be filled out. If information is missing from your request it may take longer to process.

The processing time for a normal request is 5 to 7 business days. Large requests, or requests that require research, may take longer to process. A deposit may be required in advance.

Requestors located in Anchorage must send their requests to Customer Service. The fax number is (907) 264-0610. All other requests are processed by the Records Division and can be faxed to (907) 264-0873 or e-mailed to recordsfax@courts.state.ak.us.

If your case number starts with "3AN", it is an Anchorage court case. If your case is not an Anchorage court case, then the Anchorage court does not have access to the files and cannot process the request. Your request must be sent to the particular court that has your case file.

Please be aware that if you do not provide a case number, a research fee of \$15.00 per hour will be included on your invoice. To find a case number for a case from 1990 to the current date, please visit our website at www.courtrecords.alaska.gov.

Fees

Research fee	\$15.00 per hour (a minimum of \$15.00 will be charged for research performed)
Plain copies	25 cents a page
Certified copies	\$5.00 per document (\$2.00 for each additional certified copy of the same document) These documents must be mailed.
Exemplified copies	\$10.00 These documents must be mailed.
Authenticated copies	\$10.00 These documents must be mailed.

For an apostille, please contact the Office of the Lieutenant Governor.

Please indicate the type of copies you are requesting. If it is not specified in the request, plain copies will be sent to the requestor.

Alaska Court System

825 West 4th Avenue, Anchorage, AK 99501
Phone #: (907) 264-0491 Fax#: (907) 264-0873
E-Mail: recordsfax@courts.state.ak.us
www.courtrecords.alaska.gov

Records Request

Requestor's Name: _____
Requestor's Agency: _____
Phone Number: _____ Fax Number: _____
E-Mail Address: _____
Mailing Address: _____

Case Name: _____
Case Number: _____
Send Documents to me by: ☐ E-Mail ☐ Fax ☐ U. S. Mail

DOCUMENTS NEEDED FROM CASE FILE:

- | | |
|--|--|
| <input type="checkbox"/> Petition, Complaint, Charging Documents | <input type="checkbox"/> Judgment |
| <input type="checkbox"/> Decree: Dissolution/Divorce | <input type="checkbox"/> Qualified Dom. Relations Order/QDRO |
| <input type="checkbox"/> Findings of Fact and Conclusions of Law | <input type="checkbox"/> Dismissal |
| <input type="checkbox"/> Satisfaction of Judgment | <input type="checkbox"/> Log Notes Dated: _____ |
| <input type="checkbox"/> Motion: _____ | |
| <input type="checkbox"/> Order: _____ | |
| <input type="checkbox"/> Other Document: _____ | |
| <input type="checkbox"/> Other Document: _____ | |
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FEES - Please select the type of copies or service requested below. Refer to the fee section on the back of this page for more information.

- | | |
|---|---|
| <input type="checkbox"/> Plain copies | <input type="checkbox"/> Certified copies |
| <input type="checkbox"/> Exemplified copies | <input type="checkbox"/> Authenticated copies |
| <input type="checkbox"/> Research fee | |

Please note: if no case number is provided, our office charges a research fee of \$15.00 per hour.

To search Alaska Court System records, please visit our website at www.courtrecords.alaska.gov.

TF-311 ANCH (8/12)

Instructions and Request for Records